

Maryland State Department of Education
Division of Rehabilitation Services
OBVS Job Squad Referral

A number of factors impact an individual's readiness to enter the workforce in addition to actual job-specific skills. "Job ready" is a dynamic and continuous process to be assessed throughout the course of rehabilitation. The following checklist is a guide for counselors to determine areas that should be addressed in rehabilitation planning and in preparing to refer an individual to the OBVS Job Squad program.

For each item, check off if the individual's demonstrated ability in that area. All areas must be addressed prior to referral to Job Squad.

☐ Actual/Realistic Job Goal supported by appropriate education, skills and experience:

☐ Demonstrates acceptable workplace behaviors and a positive work attitude.

☐ Demonstrates preparedness for job interview:

☐ Exhibits effective communication skills to interact in job interview setting.

☐ Exhibits appropriate personal hygiene and attire.

☐ Has transportation: type, reliability and ability to use (specify):

☐ Has orientation and mobility skills.

☐ Has reliable child care.

☐ Has stable housing situation.

☐ Received benefits counseling – Date: _____

☐ **If No:** Include on the referral authorization

☐ Demonstrates ability to complete a written and online job application independently or with appropriate assistance.

☐ Demonstrates ability to request necessary assistance to complete job applications.

